

Working Draft Minutes

Personnel Committee

March 7, 2016

1. Call to order.

President Brad Czebotar called the meeting to order at 6:30 p.m.

Committee Members present: Brad Czebotar, Dan Kolk; citizen members Steven Kilpatrick, Peter Morehouse, Chris Spanos (arriving at 6:56)

Committee Members Absent:

Staff present: Eric Rindfleisch, Craig Sherven

2. Motion to approve the draft Minutes of the January 4, 2016 Personnel Committee meeting.

Czebotar moved to approve the January 4, 2016 minutes, Kolk seconded. Motion carried 4-0.

3. Review and discuss employment applications for Village of McFarland.

Czebotar reviewed packets with applications examples for two communities' fire rescue and library.

Looking to revise the application process on the internet, some issues occurred with this, the City of Madison uses an online system. Rindfleisch replied that is correct, it is more than just an application system, Neogov, it is also crafted for each department, adds a questionnaire, Monona uses the same system, but just for the applicant process and off site storage. Other communities of similar size Oregon, and Cambridge do have similar applications

Czebotar feels due to our size and number of vacancies per year, he is not sure going to an online vender to collect and process applications would be cost effective. Sherven asked what the benefit of going with a vendor would be. Rindfleisch advised as HR departments shrink it is a way to outsource applications, the process, scoring and storage of applications. Cost savings come from the other software processes such as evaluation and training modules which can be added. Czebotar asked for confirmation, the State uses this site? Rindfleisch confirmed yes they do, you may not know it as it would be private labeled. Czebotar asked if anyone had any other thoughts on this process. Kilpatrick stated one of other advantages of using a vendor is the application is legally

sufficient. Czebotar stated we are just looking at basic applications, as a lot of people who do apply do so with a resume which provides additional information, which can also be used as a screening device, electronic online applications are always an option.

Kolk felt these types of applications are for more than baseline qualifications, you do not want to overdo something, and it is more of a screening process. You should have the ability to submit an online application and resume, you can always fall back on paper as a backup but the goal should be to make it all online through the website. Morehouse asked if the Village would be able to continue to use the I.T. support we are using now, couldn't we draft something and have the attorney review it. Kolk replied yes. Czebotar asked of the two examples, which were fairly similar, is there anything which is preferred or something which you would not want on an application. Kolk asked if we needed to ask about misdemeanors, is that relevant and can you ask that. Czebotar concurred; he also liked on the Oregon application where they asked if you plead guilty or were convicted of a misdemeanor. Kilpatrick advised the Wisconsin Prohibition Act defines what a conviction is, it can apply to felonies, he would suggest you have the Attorney review to make sure we are complying with the WI Fair Employment Act. Citizenship was discussed along with the need for a driver's license if it was for desk job, termination for just cause, agreement was to refer these items back to the attorney to advise what should or shouldn't be ask.

Would there be objections to contact our labor attorney and have them review the applications or other suggestions to provide a format he is comfortable with as this would not be a stand-alone document, they would expect to receive other paperwork. Or if he has something to provide us for a format he is comfortable with. Members concurred. Kolk felt there should be questions regarding certifications or special training on applications to differentiate the applicants, training or volunteer work which is relevant to the position. Members reviewed other applications which had these items on them.

Fire & Rescue Department:

A review of the current form was done by members. Discussion included; whether asking for the arrest record may or may not be problematic; as it is public safety, you will be having people who have access to people's property. Sherven stated they wait to do a background check until a conditional offer is made, the background check is needed, but there is a sense of truthfulness of the applicant, the same follows to those who make a liquor license application.

Possibility of adopting (per page 3) asking of specific certifications Village wide. Sherven stated the application is an important part of the process, how you adhere to instruction, this is actually the first part of the evaluation the information you include versus leave out. Czebotar replied in other employment situations, something will come up later and you can find out they were not upfront about something, this is sometimes grounds for termination. Kilpatrick felt we could possibly provide this to the attorney first, for them to base something off of.

Members reviewed the application the library is using which they pulled from an online source. Kolk feels this could be an issue as it references East coast statutes. Czebotar agreed with the idea of having the attorney look at the McFarland Fire and Rescue application with the questions which they were concerned about. Citizenship, how should that be asked, misdemeanors and felonies, termination for just cause, certifications and special trainings?

Czebotar felt there was probably no need to review the police department application as theirs is used for a specific occupation. Sherven concurred as it is the industry standard put out by the department of justice. Kolk felt there should be something added to the Maryland application about the non-discriminatory clause.

Czebotar stated they should work with the Communication Department to have this added on the website, and as positions become available have it updated.

4. Discussion and possible recommendation on updates to the Village of McFarland Compensation and Benefit Manual.

Rindfleisch referenced the items in the packet, Chapter 4 (a) – “Advancing through pay range”, the discussion was, as long as you meet expectations, you should expect a merit pay advance to the next grid point within the next year, the wording is now only if you exceed expectations, he wanted to verify what the intent is. Czebotar thought it was to meet, not exceed expectations. Members agreed. Rindfleisch suggested the change be the second sentence in the second paragraph in (a) beginning with employees should read “employees who achieve a rating of meets expectations or exceeds expectations will be eligible to receive a cost of living adjustment plus proficiency based grid point adjustment.” Discussion covered do you need to have “exceed expectations”, if you do not have it would an employee not be eligible for a cost of living adjustment, whether or not the paragraph was too wordy and in need of clearing the language up. Kolk felt this is two different circumstances as one is for under market rate employees, so you may need to be repetitive. Kilpatrick agreed with Kolk, in that you want to make sure if someone exceeds expectations, they qualify under (a) for the cost of living, and, then also fit into (b). Rindfleisch reviewed the difference in expectations for paragraphs a and b, he felt it needed to have the language cleaned up to reflect that if someone is below the rate, and exceeds expectations they will be covered under paragraph (a). Kolk felt it needed clarification so there was not ambiguity.

Rindfleisch reviewed the merit pay portion, there was a sentence which was not included, the language of “this adjustment would be in lieu of any merit pay adjustment” the last sentence was still included when it should have been struck per what was approved. Rindfleisch wanted to verify, the statement which was not included was their intent, he will correct it and get it back to them, covering an employee would still receive the longevity pay if they qualified and the merit increase, if qualified.

Czebotar referred the last change deals with the vacation policy. Rindfleisch stated the change appears on the top of page 30 and reviewed the changes needing correction, it

should be 6 – 10 years. Czebotar recalled the previous committee had the intent of doing it in five year increments, this needs to be cleaned up. Kolk asked for clarification on credited in advance, does it reference a calendar year versus a completed work year. Czebotar clarified a new employee will receive their vacation on the day they are hired rather than having to work the year to earn it. It will be prorated based on the hire date for the first year, there is holdback if you use it and then terminate employment. Members discussed various options of start dates and vacation earned, and, that it is applied the same way in every case.

5. Presentation of and discussion on Police Department organizational flow chart by Police Chief Sherven.

Czebotar reminded members they had started to go through different departments within the Village and look at organizational charts. They reviewed the Senior Outreach Department, then put this project on hold to work on the personal manual. They are resuming today with the Police Department.

Sherven reviewed their organizational chart, this is typical of a small organizations as there are positions they do not have, such as assistant chiefs, captains etc. Functionally through the department there is rank, while you may not report directly to them. Committee members reviewed the chart and positions with Sherven. Sherven advised there are nine patrol officer positions, one vacant at this time, but in the process of being filled. An office manager, a full and part time police clerks. There are also five part time police officers who work on an on call basis. They work in other communities, and have the same level of authority when working in the Village. Those positions can be added to the organization chart, as they are not showed there currently. The school officer does have some patrol responsibilities also. Patrol officers are involved in investigation of criminal events, testimony and court proceedings. Sherven explained the coordinated mutual response program to committee members. The flow chart reflects what they are at when fully staffed, which is not where they are at at this time.

Sherven reviewed the flow chart showing the primary services provided to the community, programs falling under the primary services, staffing allocation for each of the service areas, funding sources, overall reporting relationships. Kolk asked for clarification on reporting relationships, where the direct lines of responsibility are, where decision making occurs. Sherven reviewed how he reports to the Village Board, Police and Fire Commission, Public Safety Committee is more of an advisory committee.

Spanos asked how many patrol cars are out at a specific time. Sherven informed members it depends on the day and time, supervisors rotate schedules, and they try to have a supervisor and 2 patrol cars out. A supervisor will spend about 50% of their time in cars and responding to calls. They currently have a day shift sergeant and a 7:00 p.m. to 3:00 a.m. sergeant, his goal is to have one on each shift.

Most modern standards would suggest one more position, but Sherven feels they are good where they are at currently. Spanos asked how their equipment was at this time. Sherven replied they are trying something new, leasing of vehicles, where after three years you own the vehicle, the advantage is they are all using the same type vehicle, items they use daily are compatible for all vehicles. They are trying to achieve uniformity for everything from where the equipment is, to radios so they are prepared in a crisis situation.

Kolk inquired if there is any overlap of any of the other Village staff for support services. Sherven said some of the administrative clerk areas, and crossing guards, all other positions are sworn positions. Public Works does much of the maintenance on the vehicles unless under a warranty. They do utilize the Police Explorers quite a bit.

Larger communities have added civilian court clerks, an area handled by the investigators at this time. It would be an additional position which would free up time for investigators to work on other areas. Sherven would like to wait until the second investigator position is filled to evaluate what impact it has.

The second investigator position will be designed to be fluid; they will be utilized for other things throughout the department, which will be very helpful, it will take a lot of pressure off a detective who on any given day can have 15 – 25 open cases. As the Village grows you may need to expand in the area of office staff, along with adding 1 patrol staff in the next 5 years. This will be easier to evaluate over time.

6. Determine date and agenda items for the April, 2016 meeting of the Personnel Committee.

Items for agenda: Review of employment application.

Update of website for establishing an employment section.

7. Adjournment.

Kolk moved to adjourn, Kilpatrick seconded the motion, motion carried 5-0.